

#### ABSTRACT OF DISCLOSURE

A method and apparatus for managing an electronic mail. An e-mail address is extracted from a received electronic mail, and then the extracted e-mail address is stored. An electronic mail is sent using the stored e-mail address. Accordingly, unlike an existing method of generating an e-mail address of a receiver, who will receive an e-mail, by using external input keys, an e-mail address of a receiver can be found from previously stored e-mail addresses. Thus, it is not necessary to include many external input keys. Also, the inconvenience a user may experience when manipulating external input keys to generate an e-mail address of a receiver can be minimized.